



THE CITY OF SAN DIEGO

## BOARD OF LIBRARY COMMISSIONERS

### Members

Abby Weiss, Chair

Ileana Ovalle Engel • Ann Haddad • Katherine Nakamura • Wendy Urushima-Conn • Sarah White • Alan Ziegaus

### MINUTES

#### BOARD OF LIBRARY COMMISSIONERS SAN DIEGO PUBLIC LIBRARY Wednesday, December 2, 2015

### ATTENDANCE

#### Commissioners:

**Present:** Abby Weiss, Ileana Ovalle Engel, Ann Haddad, Katherine Nakamura, Wendy Urushima-Conn, Sarah White, Alan Ziegaus

**Absent:** None

**Staff:** Misty Jones, Library Director; Bob Cronk, Deputy Director, Public Services; Nicole Spriggs, Executive Assistant; Charlie Goldberg, Marketing Director, San Diego Public Library Foundation; Elise Ciez, Community Relations Specialist, San Diego Public Library Foundation, Cynthia Meinhardt, Project Officer II and Elif Cetin, Senior Civil Engineer, Engineering and Capital Projects, Public Works Department

**Public:** Joan Curry

### CALL TO ORDER

Meeting was called to order by Commissioner Weiss at 12:35 p.m. in the Sullivan Commission Room.

### APPROVAL OF MINUTES

The November 4, 2015 minutes were approved unanimously.

### REQUESTS FOR CONTINUANCE

None.

### NON-AGENDA PUBLIC COMMENT

None.

**REPORT FROM THE FRIENDS OF THE LIBRARY:** Joan Curry

Joan Curry stated that in November she met with Matthew Helm, the Deputy City Auditor from the City of San Diego. He was interested in the organization of the Friends of the Library, and how the Friends of the Library interfaced with the Library and the Library Foundation. He was provided with a copy of the Friends of the Library Annual Report which he found most helpful. Joan Curry also met with representatives from the Seattle Public Library in November. Their discussions centered on the structures of each of the libraries relative to differences and similarities. While the goals of the libraries are somewhat similar, the manner in which each go about achieving those goals is quite different. Some major differences include the fact that not all libraries have Friends of the Library organizations; the Seattle Friends of the Library unlike the San Diego Friends of the Library is not an independent unit but rather is closely allied to the Seattle Public Library Foundation. Seattle does not have a Corporate Friends Organization.

The November Book Sale yielded \$2,000. The Friends of the Library also received 12 new memberships.

**LIBRARY FOUNDATION UPDATE:** Charlie Goldberg & Elise Ciez

The Library Foundation is currently in the throes of year-end, and is actively pursuing existing donors and reaching out to new donors. The Library Foundation participated in “Giving Tuesday” on December 1, 2015 and they were pleasantly surprised with the amount of gifts received. The Annual Report was distributed which focused on funding priorities. Also, on November 10, 2015 Council accepted a gift of 1.5 million dollars from de Llamas to go towards the San Ysidro Library project.

Elise reported on government relations. She thanked Commissioners for attending all the meetings with Council members over the past few months. They received good feedback and support from the Council members. The Library Foundation will be looking at the January budget priority memos and are hoping to see Library funding listed on those memos. Looking ahead, the Foundation will be coordinating meetings in the spring, with the Board of Library Commissioners and the Friends of the Library to discuss the budget as it is released. The Library Foundation also met with Mayoral staff several times and those meetings have been helpful. January 14, 2016 is the Mayor’s State of the City Address. The Library Foundation will be hosting a Reception beforehand for library supporters, and are looking for partners to help. Invitations will be sent via email.

**AGENDA ITEMS**

- a. Report on Library Construction Projects by Cynthia Meinhardt and Elif Cetin  
(Discussion Item)

Elif Cetin was promoted and a new Senior Civil Engineer will be hired in January or February 2016 to take over the management of Skyline Hills and San Ysidro library construction projects.

- Skyline Hills Branch Library: Contractor completed installation of building foundation and building underground electrical, gas, water, and sewer lines. Contractor is working on the installation of site underground utilities. The building concrete slab on grade is scheduled to be poured on December 4, 2015.
- San Ysidro Branch Library: A PA2625 is in routing to award a contract to DAVY Architecture for preparation of performance specifications and CEQA documents. A RFQ is being processed for advertisement to receive SOQ from the Design Builders for the purpose of short-listing the best qualified Design Builders.
- Mission Hills-Hillcrest Branch Library: The Development Services Department has completed its review and the architect is making final revisions. A Draft Mitigated Declaration was prepared. The RFP is nearly ready for advertisement.
- San Carlos Branch Library: The Contracting Group approved the consultant agreement and it was forwarded to the attorney's office for approval.

b. Update from the Library Director (Discussion Item)

- Mr. Cronk gave an overview of various central/branch library programs for the month of December. A *Holiday Concert* will be held at 7:00 p.m. on December 9, 2015 at the Point Loma/Hervey Branch Library; *Annual Snowman Coloring Contest* is taking place on December 17, 2015 at the Benjamin Branch Library; *Drew Massicot, 2<sup>nd</sup> Annual Holiday Music Special* is scheduled for December 5, 2015 from 1:00-2:30 p.m. at the Oak Park Branch Library; *Hands –On Family Cooking: Getting Ready for Meatless Mondays* takes place on December 16, 2015 from 6-7:30 p.m. at the Point Loma/Hervey Branch Library; *A BioTech Workshop* will be held on December 5, 2015 at 3:00 p.m. at the La Jolla/Riford Branch Library; *Pearl Harbor: Day of Sacrifice* takes place on December 17, 2015 at 6:30 p.m. at the University Community Library.
- Commissioner Weiss discussed the upcoming planning session for the Board of Library Commissioners. Cindy Olmstead will be the facilitator for this planning session. The date is tentatively scheduled for February 3, 2016 from 10:00 a.m. – 2:00 p.m. Commissioner Weiss inquired about the budget for the planning session. This planning session will be in lieu of the Board of Library Commissioners meeting. Topics of discussion for the upcoming planning session were presented and discussed.

Commissioner Ziegaus requested a library benchmark report.

- Ms. Jones reported that additional hours will be added on January 4, 2016. Seven hours were added to Central. Central will open from 9:30 a.m. – 6:00 p.m. Monday thru Saturday. On Sundays Central will be open from 12:00-6:00 p.m. All branches will be open from 9:30 a.m. - 6:00 p.m. on Saturdays.

Commissioner Ovalle Engel noted the possibility of advertisement assistance thru Cox.

Commissioner Ziegaus suggested reaching out to media outlets for advertisement.

- Ms. Jones discussed budget. Budget development is due January 8, 2016. The library can ask for 3% in addition to the entire budget which is approximately \$1.5 million. The library has to look at what the 5 year priorities are as well. Skyline Hills is opening soon and is a part of the 5 year priorities. The matching funds have to be spent down prior to the library asking for additional funds for the materials budget. The matching funds are limited to materials, programming or equipment. The library will be asking for additional funds for the *Do Your Homework at the Library* program.
- The library recently completed a tactical plan. A team of library employees from all levels prepared the tactical plan. The tactical plan was distributed to Commissioners and will be officially rolled out in January or February 2016.

### COMMISSIONER COMMENT

None.

### OTHER BUSINESS

The next Board of Library Commissioners meeting will be held on January 6, 2016, at the San Diego Central Library @ Joan A Irwin Jacobs Common in the Sullivan Commission Room on the 9<sup>th</sup> Floor.

### ADJOURNMENT

Commissioner Weiss adjourned the meeting at 1:43 p.m.

A handwritten signature in black ink that reads "Misty Jones". The signature is written in a cursive, flowing style.

MISTY JONES  
Library Director  
/ns